

## Supplemental/Bid Bulletin

**Addendum No. 1**  
**June 28, 2021**

**ITB No. DSWD7-PB-2021-52**

### Supply and Delivery of Powdered Cereal Drink and Instant Coffee Mix

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **June 22, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<b>Section I. Invitation to Bid</b>	<ul style="list-style-type: none"> <li data-bbox="443 898 1414 1055">✚ It was agreed to add “<b>Project Identification No.</b>” before the reference number in order to avoid confusion between the Project Reference Number and PhilGEPS Posting reference number, since this has caused a several confusion towards the prospective bidders.</li> <li data-bbox="443 1077 1414 1155">✚ Instead of using the terms “<i>service providers</i>” and “<i>services</i>” for this project, they were changed to “<b>suppliers</b>” and “<b>goods</b>” respectively.</li> </ul>
<b>Section III. Bid Data Sheet</b>	<ul style="list-style-type: none"> <li data-bbox="443 1198 1414 1417">✚ ITB Clause 21.2 in this section was modified which states “<i>Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification</i>”.</li> <li data-bbox="655 1435 1318 1469">✚ Please see attached Bank Details/Info template.</li> </ul>
<b>Section VII. Technical Specifications</b>	<ul style="list-style-type: none"> <li data-bbox="443 1507 1414 1619">✚ <i>As clarified by the end-user representative, they are not requiring any specific variant for the Instant Coffee Mix (Lot 2), thus modification of the technical specification specific to this item.</i></li> <li data-bbox="443 1637 1414 1933">✚ <i>Additional requirements/provisions for this item are as follows:</i> <ul style="list-style-type: none"> <li data-bbox="528 1693 1414 1839">- The procuring entity shall accept all brands as long as they qualify to the specifications indicated in Section VII. Furthermore, the procuring entity shall conduct quality/taste tests on the samples submitted during the post qualification activities.</li> <li data-bbox="528 1861 1414 1933">- Twin packs are not acceptable. The procuring entity will only accept single sachets.</li> </ul> </li> </ul>

<b>Other Forms and Template</b>	<ul style="list-style-type: none"><li data-bbox="443 210 1145 244">✚ Form for the Bank Details/ Info has been attached.</li><li data-bbox="443 266 1414 338">✚ Template for the Financial Proposal Sheet with indicated Project Identification Number has been attached.</li></ul>
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Attached herewith are the revised **Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VII. Technical Specifications and Prescribed Template.**

For guidance and information of all concerned.

**(SGD) GRAEME FERDINAND D. ARMECIN**  
Presider / Chairperson, Bids and Awards Committee I

## Revised Section I. Invitation to Bid

### Supply and Delivery of Powdered Cereal Drink and Instant Coffee Mix

**Project Identification No.: ITB No. DSWD7-PB-2021-52**

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of ***Eight Million Four Hundred Thousand Pesos Only (₱8,400,000.00)*** payments under the contract for the ***Supply and Delivery of Powdered Cereal Drink and Instant Coffee Mix***, consisting of two (2) lots, broken down as follows:

Lot No.	Particulars	ABC
1	Powdered Cereal Drink	Php 4,200,000.00
2	Instant Coffee Mix (3-in-1)	Php 4,200,000.00
TOTAL		Php 8,400,000.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *DSWD Field Office VII* now invites bids from ***PhilGEPS registered suppliers***. Delivery of the **goods** is required within ***Section VI. Schedule of Requirements***. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, of ***at least 25% of the ABC or it can also an aggregate of two or more similar completed contracts, provided that there is one contract equivalent to at least half of the 25% of the ABC. Details are as follows:***

Lot No.	Particulars	SLCC (25% of ABC)	Aggregate SLCC (50% of the SLCC)
1	Powdered Cereal Drink	Php 1,050,000.00	Php 525,000.00
2	Instant Coffee Mix (3-in-1)	Php 1,050,000.00	Php 525,000.00
ALL LOTS		Php 2,100,000.00	Php 1,050,000.00

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

1. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the *“Government Procurement Reform Act”*.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

2. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.

3. A complete set of Bidding Documents may be acquired by interested Bidders on **June 14, 2021** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:*

<i>Approved Budget for the Contract</i>	<i>Bidding Document Fee</i>
More than 1 Million up to 5 Million	Php 5,000.00
More than 5 Million up to 10 Million	Php 10,000.00
For all lots	Php 10,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

4. The *DSWD Field Office VII* will hold a Prebid Conference on **June 22, 2021, Tuesday, 2:30 PM** at *DSWD Field Office VII Conference Room, Cebu City* and/or through *video-conferencing via Google Meet using the code: procurement7*, which shall be open to prospective bidders.

**Note:**

DSWD Field Office is implementing health screening and temperature checks for all personnel, visitor's and clients. For your protection, please wear your mask and face shield at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premises.

5. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **July 6, 2021, Tuesday, 1:15 PM**. Late bids shall not be accepted.

6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

7. Bid opening shall be on **July 6, 2021, Tuesday, 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City** and/or **via Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

8. The **DSWD Field Office VII** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

**MS. ROSEMARIE S. SALAZAR**

*Head, BAC Secretariat*

*DSWD – Field Office VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 2338785 local 140*

*Email Add: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)*

*Website: <https://fo7.dswd.gov.ph/>*

**June 14, 2021**

**(Sgd.) GRAEME FERDINAND D. ARMECIN**  
*Chairperson, Bids and Awards Committee I*

## *Revised Section III. Bid Data Sheet*

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The name of the Contract is <b><i>Supply and Delivery of Powdered Cereal Drink and Instant Coffee Mix</i></b>, similar contracts shall refer to <b><i>Supply and Delivery of Instant Drink Products</i></b>.</p> <p>b. completed <b>within three (3) years prior to the deadline for the submission and receipt of bids</b>.</p>												
7.1	<i>Subcontracting is not allowed.</i>												
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">2% of the ABC</th> <th style="text-align: center;">5% of the ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;">Php 84,000.00</td> <td style="text-align: center;">Php 210,000.00</td> </tr> <tr> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;">Php 84,000.00</td> <td style="text-align: center;">Php 210,000.00</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;">Php 168,000.00</td> <td style="text-align: center;">Php 420,000.00</td> </tr> </tbody> </table>	Lot No.	2% of the ABC	5% of the ABC	<b>1</b>	Php 84,000.00	Php 210,000.00	<b>2</b>	Php 84,000.00	Php 210,000.00	<b>TOTAL</b>	Php 168,000.00	Php 420,000.00
Lot No.	2% of the ABC	5% of the ABC											
<b>1</b>	Php 84,000.00	Php 210,000.00											
<b>2</b>	Php 84,000.00	Php 210,000.00											
<b>TOTAL</b>	Php 168,000.00	Php 420,000.00											
15	<i>Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Copy 1 should be a replica of the original as to appearance and contents.</i>												
19.2	<p><b><i>Detailed Evaluation and Comparison of Bids</i></b></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>												

19.3	<p><i>[In case the project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by the item, list each item indicating its quantity and ABC.]</i></p>
20.1	<p><b><i>Post-Qualification</i></b></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the <b>BDS</b>.</p>
21.2	<p>Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance <b>with DBM Circular Letter No. 2013-16</b>. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification</p>

## ***Revised Section VII. Technical Specifications***

Bidders must state either “**Comply**” or “**Not Comply**” at the **Statement of Compliance** column against each of the individual parameters of each Specification. **Brand of the offered item may be indicated in the Bidder’s Remarks.**

<b>LOT - 2</b>				
<b>Item No.</b>	<b>Specifications</b>		<b>Statement of Compliance</b>	<b>Bidder’s Remarks</b>
	<b>Instant Coffee Mix</b>			
1	Category	3-in1 Coffee Mix. Each sachet should contain coffee, creamer and sugar		
2	Weight	Net Weight: 20-30 grams		
3	Packing	In strips of 5 or 10 sachets.		
4	Expiry	Should indicate Expiry Date, not less than one (1) year from the date of delivery.		
5	Certification	Certified Halal Product; Certification printed in the product label		
5	Label Information	With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030 otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines".		
6	Payment	Shall be processed after each scheduled delivery is completed		
7	Other Requirement	The brand must be existing in the Philippine market for at least five (5) years.		
		Damaged items before its expiry date shall be replaced by the supplier within 30 days upon receipt of notice from the end-user		
		Twin packs are not acceptable. The procuring entity will only accept single sachets.		



Item No.	Specifications		Statement of Compliance	Bidder's Remarks
		<p>The procuring entity shall accept all brands as long as they qualify to the specifications indicated in Section VII.</p> <p>Furthermore, the procuring entity shall conduct quality/taste tests on the samples submitted during the post qualification activities.</p>		
		<p>Goods must be palletized upon delivery</p>		

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_

Name of Company/Bidder

\_\_\_\_\_

Bidder's Signature over Printed Name

Date: \_\_\_\_\_

***Financial Proposal Sheet***  
***Project Identification No.: ITB No. DSWD7-PB-2021-52***

Date: \_\_\_\_\_

**The Bids and Awards Committee**  
DSWD-Field Office VII  
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

<b>LOT - 1</b>					
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>Powdered Cereal Drink</b>	sachet	<b>600,000</b>		
<b><i>BID PRICE (IN FIGURES)</i></b>					

***BID PRICE (IN WORDS)*** \_\_\_\_\_

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

\_\_\_\_\_

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative

***Financial Proposal Sheet***  
***Project Identification No.: ITB No. DSWD7-PB-2021-52***

Date: \_\_\_\_\_

**The Bids and Awards Committee**  
DSWD-Field Office VII  
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

<b>LOT - 2</b>					
<b>Item No.</b>	<b>Items/Descriptions</b>	<b>Unit</b>	<b>Qty.</b>	<b>Unit Cost</b>	<b>Total Price</b>
1.	<b>Instant Coffee Mix, (3-in-1)</b>	sachet	<b>600,000</b>		
<b><i>BID PRICE (IN FIGURES)</i></b>					

***BID PRICE (IN WORDS)*** \_\_\_\_\_

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative

**SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION**

<b>Name of Bank</b>	
<b>Branch</b>	
<b>Bank Account Name</b>	
<b>Account No.</b>	
<b>TIN No.</b>	

*PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT*

**VAT**     

**NON-VAT**     

**Signature:** \_\_\_\_\_

**Name of Authorized Representative:** \_\_\_\_\_

**Position:** \_\_\_\_\_